

**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m. Thursday, November 5, 2026 on Refrigerant in accordance with the following instructions and attached specifications.

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1. Bids shall be submitted on the attached bid form. All bids shall be received and date stamped by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433 by one of the methods below. All bids shall be in a sealed envelope clearly marked on the outside **"BID #1900 ON REFRIGERANT – NOVEMBER 5, 2026."** All bids arriving after this date and time or not in the proper location or format will be returned unopened to the bidders. The responsibility for timely delivery rests solely with the bidder. Bids delayed through any means of delivery service and arriving after the deadline will not be accepted. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.

2. Bids may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered by bidder or his/her agent in which instance the deliverer shall be provided a written receipt.

3. Alternatively, bidders also have the option to submit bids electronically @ [www.centralbidding.com](http://www.centralbidding.com).

4. You may find related materials including detailed specifications necessary to complete your bid at [www.centralbidding.com](http://www.centralbidding.com) and/or [www.stpsb.org/bids](http://www.stpsb.org/bids).

5. At the time set for the opening of bids, their contents will be publicly opened and read aloud for the information of bidders and others properly interested who may be present in person or by representative.

6. Bid price shall include all inside delivery charges to the St. Tammany Parish School Board, Maintenance Warehouse, 38123 Hwy. Dept. Rd., Pearl River, LA. 70452.

7. Sales tax IS NOT to be included in your bid price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

8. Any deviations from specifications must be clearly indicated on the bid form. Bidder must indicate brand name and stock/item number for each item.

9. The St. Tammany Parish School Board employs certified refrigerant technicians. Copies of licenses will be made available to successful bidder.

10. ALL BIDS SHALL BE ACCOMPANIED BY AN **ORIGINAL, FULLY EXECUTED BID BOND, CERTIFIED CHECK, CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID.** BIDS WILL NOT BE CONSIDERED UNLESS THE REQUIRED CHECK OR BID BOND IS ATTACHED.

11. **If submitting a bid electronically, then bid security must be in the form of an original, valid fully executed bid bond.** A COPY OF THE VALID FULLY EXECUTED BID BOND MUST BE INCLUDED IN YOUR BID DOCUMENTS. THE ORIGINAL FULLY EXECUTED BID BOND MUST BE SUBMITTED TO THE STPSB WITHIN FORTY-EIGHT (48) HOURS OF THE BID OPENING. Cashier's check, certified check or money order will not be accepted for an electronic bid. **Failure to comply will cause your bid to be non-responsive.**

12. Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.

13. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure must be completed and signed by an authorized company official.

14. Cash discounts, if offered for a period of thirty (30) days or more with the beginning date to be determined by the date of invoice or date of delivery whichever occurs last, will be taken into consideration in determining the low bidder.

15. In accordance with LA Revised Statute 38:2252, "Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state." As a bidder you must indicate on your bid response that you are claiming a preference.

16. It is the intent of the specifications to invite bids on high quality merchandise. Mentioning a brand, manufacturer, and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

17. The School Board reserves the right to select a higher priced item where, in the judgment of the School Board, such item is of superior quality or design or would be more suitable for the purpose intended. The School Board further reserves the right to adjust quantities by increasing or decreasing and to reject any and all bids.

18. The School Board reserves the right to obtain clarification of a vendor's bid or to obtain additional information necessary to properly evaluate their bid. Failure to a vendor to respond, within forty-eight 48 hours, to such a request for additional information or clarification may result in rejection of the vendor's bid.

  
STEVE E. ALFONSO JR.  
Interim Superintendent

**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

**SPECIFICATIONS AND BID #1900 FORM  
ON REFRIGERANT**

ITEM 1

R-427A REFRIGERANT, 25 LB. CYLINDER

(Quantity: 80 Cylinders) – Delivered to Maintenance Warehouse

Name Brand: \_\_\_\_\_

Stock Number: \_\_\_\_\_

Unit Price: \_\_\_\_\_  
(Including inside delivery charges)

ITEM 2

R-410A REFRIGERANT, 25 LB. CYLINDER

(Quantity: 80 Cylinders) – Delivered to Maintenance Warehouse

Name Brand: \_\_\_\_\_

Stock Number: \_\_\_\_\_

Unit Price: \_\_\_\_\_  
(Including inside delivery charges)

**NOTE:** Bid will be awarded based on the unit price including inside delivery charges.

BID SUBMITTED BY:

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date of Bid

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Discount (If Applicable)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Expected Date of Delivery

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Email Address of Representative

\_\_\_\_\_  
Signature of Representative